1. Log in to your myPortal account at myportal.tmlt.org. Please note, Google Chrome is the optimal browser for accessing our sites.

2. myPortal log in page.

a. RETURNING USER
   I. Use your myPortal login credentials

b. NEW USER REGISTRATION—INDIVIDUAL
   II. You will need your License Number & your TMLT/TMIC/LSA Policy Number
   III. You will receive a welcome email with a link to activate your account. Once activated, you may log in with the username and password set up during registration.
CME INSTRUCTIONS

3. Log In Screen - CONTINUED

You must enter a TMLT/LSA policy number when creating your account. If you need assistance, please call 1-800-580-8658 x5050 for help with logging in.
Once logged in, click **See more** within the **CME Overview** pod. This will take you to a page with a transcript of all the courses you have taken with TMLT/LSA. Before purchasing and taking a CME, it’s always a good idea to look at your transcript so you do not duplicate a course. Duplicate courses will not be honored for the discount. When you are ready to take a course, click the **Online CME Courses** button, which will take you to our online CME portal, InReach. From there, follow the directions below to take a CME course.
5. Confirm that you are still logged in by looking in the right upper corner for your name. It should say, “Hello, (your first name).”

6. Select TMLT Discount (or LSA Discount for LSA policyholders) below the image carousel under Browse by Subject Matter.
7. Make your course selection by clicking on the title. Once inside the course, click the Add to Cart orange button. This will take you to your cart as seen on the next page.

8. Verify that the quantity is “1” for each course that you are purchasing. Then click Checkout on this screen, as well as the next screen, to reach the payment screen.
9. Enter your contact and payment information and click Complete Purchase.

10. You will get a confirmation email once you complete your purchase. When you click on My Courses, your course will be listed.
CME INSTRUCTIONS

11. Click on Download Materials to read the materials on the screen, print them, or save them to your computer. Once you have read the materials, click on the Take Test/Get Certificate button to take the mandatory test and fill out the required evaluation.

12. Once you have completed the test and evaluation, click the Get Certificate button and choose either the “MD/DO” certificate or the “All other participants” form.

13. If eligible, your discount will automatically be applied at your next policy renewal.